



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative 3 [Interim/Temporary]			Salary A14 \$37,767.75- \$52,973.07
Posting Number 14-16	Position Number 009471 and 067568	Number of Positions 2	Posting Period * From: 1/20/2016 To: 2/3/2016
Location: Office of the Commissioner Medicinal Marijuana Program Health and Agriculture Building 4th Floor P.O. Box 360 Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Performs technical review, processing and recording of various documents submitted by patients, caregivers, and Alternative Treatment Centers (ATCs) are compliant with the appropriate rules and requirements of the Medical Marijuana Program (MMP). Responsible for issuance of program documents. This includes inspection and determination of the authenticity, validity, and completeness of documents and supporting documentation in accordance with the medical marijuana law practices and program procedures.</p> <p>Answers complex questions for the public (without providing legal opinions) regarding ATC/patient/care giver applications, established procedures and requirements, clarifies forms, gives specific instructions, provides information and forms, troubleshoots and resolves problems with the applicants to ensure all regulations and procedures have been met with compliance.</p> <p>Receives and processes revenue received in accordance with Treasury, Division, and Program procedures; cross references revenue with approved permits, registrations and other documents to ensure there is a complete file.</p> <p>Maintains records and files including sorting, indexing, searching, retrieving files, extracting information from files, and other related tasks.</p> <p>Sorts documents, forms, and other data in appropriate categories for use in essential records and reports.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>REQUIREMENTS:</p> <p>Three (3) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Office of Commissioner Reference Posting #14-16 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTOC@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**